



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 1.3.51	Subject: <b>CELLULAR TELEPHONE USAGE</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4 and Attachments
Section 3: Human Resource Bureau	Effective Date: August 1, 2000
Signature: /s/ Mike Ferriter, Director	Revised: 07/05/01; 10/18/05; 12/28/06; 12/23/10 Reviewed: 06/01/07; 07/01/08

**I. POLICY**

The Department of Corrections will obtain cellular telephone service or may reimburse personal cellular telephone use for duly authorized personnel as an additional or alternate means of communication for business purposes.

**II. APPLICABILITY**

All Department divisions, facilities, and programs.

**III. DEFINITIONS**

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.

Cellular Manager – The individual within the Department assigned to manage the issuance of cellular telephones and the efficient use of minutes and cellular plans.

Data Device – A combination cellular telephone and wireless digital assistant that connects to the State Information Technology network and allows the end users to remotely access their Outlook email, tasks, address books, and calendars in addition to cellular service.

Data Service – Any use of Internet, email, MMS (multimedia message service), VOIP (Voice over Internet Protocol), or SMS (Short Message service).

Managed Mobile Device - Mobile device configured so that the Enterprise Security Configuration (ESC) controls the security of the device such as password resets, timeouts, encryption, Bluetooth, etc. It allows the ITSD Infrastructure Administrators to erase information and all removable media in the event the device is lost or stolen.

State Issued Cellular Telephone or Personal Reimbursement Request and Authorization – A document that must be completed by the employee requesting personal reimbursement, a cellular telephone, or data device and approved by the appropriate administrator.

Unmanaged Mobile Device - Mobile device configured so that the user is completely responsible for the security of the device.

**IV. DEPARTMENT DIRECTIVES**

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All Department Directives are applicable to both state issued cellular telephones as well as personal reimbursement requests unless specified otherwise.

#### **A. Acquisition Requirements**

1. Employees requesting a cellular telephone or data device must complete the [State Issued Cellular Telephone or Personal Reimbursement Request and Authorization](#) form (attached) and submit it to the administrator or appropriate supervisor for approval.
2. If the request is approved, the State Issued Cellular Telephone or Personal Reimbursement Request and Authorization form must be forwarded to the cellular manager for appropriate processing.
3. Data device requests must be forwarded to the DOC IT Service Desk for approval by an authorized IT security officer and scheduling of data service delivery.
4. Users of the State of Montana's Exchange system may connect to email, calendar, and contacts via a mobile device. Staff may operate either a managed or unmanaged mobile device and will be required to submit a [Managed Mobile Device Email User Agreement](#) or [Unmanaged Mobile Device Email User Agreement](#). (attached)

#### **B. General Use Requirements**

1. Cellular telephones, data devices, and personal reimbursements are provided in order to conduct state business in a more efficient manner or if essential for performance of job duties.
2. Employees will use cellular telephones and data devices only when other more conventional and cost effective means of communication are not available. Employees will keep conversations to a minimum and use a landline telephone when at all possible.
3. Employees must immediately notify the cellular manager and appropriate management, verbally and in writing, in the event of loss, theft, transfer, or reassignment of cellular telephones and data devices.
4. Use of cellular telephones and data devices inside secure areas of Department facilities is restricted.
5. Use of cellular telephones and data devices when operating a vehicle while on state business will be restricted in accordance with ARM 2.6.210, "(a) State employees shall drive in a careful and prudent manner so as not to unduly or unreasonably endanger the life, limb, property, or rights of a person entitled to use a street or highway. (2) State employees are strongly encouraged not to use handheld cell phones or other handheld electronic communications devices or objects while operating state vehicles or personal vehicles on state business. Exceptions to this rule are law enforcement and emergency response personnel. (*History: 2-17-424, MCA; IMP, 2-9-201, 2-9-305, and 2-17-424, MCA; NEW, 2001 MAR p. 2013, Eff. 10/12/01.*)

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6. Failure to comply with the provisions outlined in this policy may result in corrective or disciplinary action up to, and including, termination.

#### **C. State Issued Cellular Telephone Use Requirements**

1. In addition to state business, cellular telephones and data devices may be used to contact children, teachers, doctors, daycare centers, babysitters, and family members to inform them of unexpected schedule changes and other essential personal business. The use of cellular telephones and data devices for essential personal business must be kept to a minimum and must not interfere with the conduct of state business.
2. While conducting Department business outside the State of Montana, employees will appropriately manage use of their cellular phones and data devices to assist the Department in controlling the high costs of cellular long distance and roaming fees.
3. Use of data service must be in accordance with DOC Policy 1.7.6 Unlawful Use of Computers and DOC policy 1.7.9 Acceptable Use of IT Resources.

#### **D. Personal Cellular Telephone Reimbursement Requirements**

1. Cellular telephone and data device reimbursements are provided to individuals who maintain an employment position of Bureau Chief level or higher. Positions below this qualification may be considered with a request. Determination of exceptions will be made with consideration to consistent travel and availability, immediate access needs, and independent responsibilities.
2. The Department will provide a reimbursement not to exceed \$25 monthly. Reimbursement will be distributed quarterly though monthly accommodations may be made on an individual basis.
3. A receipt of payment from the employee's cellular vendor attached to a [Travel Expense Voucher](#) will be required for processing of reimbursements.

#### **V. CLOSING**

Provisions of this policy not required by statute will be followed unless the provisions conflict with negotiated labor contracts, which will take precedence to the extent possible.

Questions concerning this policy should be directed to the employee's immediate supervisor or the cellular manager.

#### **VI. REFERENCES**

- A. [2-15-112](#), MCA (2009) *Duties and Powers of Department Heads*
- B. ARM [2.6.210](#), *Cell Phone Use*
- C. DOC Policy [1.7.6 Unlawful Use of Computers](#)
- D. DOC Policy [1.7.9 Acceptable Use of IT Resources](#)
- E. [2-17-424](#), MCA
- F. IMP, 2-9-201, 2-9-305

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## **VII. ATTACHMENT**

[State Issued Cellular Telephone or Personal Reimbursement Request and Authorization PDF](#)  
[Managed Mobile Device Email User Agreement](#)  
[Unmanaged Mobile Device Email User Agreement](#)  
[Travel Expense Voucher PDF](#)